

Department of Health and Human Services
Indian Health Service

Public Notice

**DIRECT HIRE AUTHORITY
Clinical Nurse (Outpatient)**

*Northern Plains
Region
Aberdeen, Bemidji,
& Billings Areas*

A severe Government-wide shortage of candidates exists and/or a critical hiring need is present for this occupation as determined by the Office of Personnel Management (OPM). Therefore, these Federal positions are also being filled through OPM's Government-wide Direct Hire Authority (DHA). This flexible hiring authority has been authorized by the Chief Human Capital Officer Act of 2002 (Title XIII of the Homeland Security Act and codified at 5 U.S.C. § 3304). If utilizing DHA, the following is applicable: a vacancy is established, applicants who are U.S. citizens and meet the basic qualification requirements will be forwarded to the Selecting Official for consideration, and the "rule of three", Veteran's preference, & traditional rating/ranking of applicants do not apply to the Direct Hire process (Indian Preference does apply).

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is required by law to give absolute preference Indian applicants and employees who are qualified and suitable for Federal employment. Therefore, IHS is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. In other than above, IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation.

Announcement No:

DH-12-02 (Outpatient)

Opening Date:

October 13, 2011

Closing Date:

December 31, 2012

POSITION TITLE, SERIES, GRADE LEVEL(s)

Clinical Nurse (Outpatient)

GS-0610-4/5/7/9

DUTY STATIONS:

Blackfeet Service Unit: Browning or Heart Butte, Montana

Crow Service Unit: Crow Agency, Lodge Grass or Pryor, Montana

Northern Cheyenne Service Unit: Lame Deer, Montana

Fort Belknap Service Unit: Harlem or Hays, Montana

Fort Peck Service Unit: Poplar or Wolf Point, Montana

Wind River Service Unit: Fort Washakie or Arapahoe, Wyoming

Please list the site(s) you wish to be considered for

SALARY RANGE:

- GS 4: \$42,492 - \$48,211
- GS 5: \$46,625 - \$53,937
- GS 7: \$50,974 - \$61,171
- GS 9: \$55,413 - \$67,878

Number of Vacancies: Position to be filled as vacancy occurs.

WHO MAY APPLY: Any U.S. Citizen

BRIEF STATEMENT OF DUTIES/RESPONSIBILITIES:

- Provides comprehensive professional nursing care to patients.
- Inputs patient care information in manual and automated record systems.
- Performs procedures, treatments, and medication administration.
- Administers medication orally, intramuscularly, subcutaneously, topically, etc.
- Provides instructions to patient/significant other and/or family members.

CONDITIONS OF EMPLOYMENT:

SUITABILITY, CLEARANCE, & REQUIREMENTS:

- **IF you are selected for this vacancy, you must undergo a fingerprint check. Fingerprint results must be cleared prior to hire (you will receive instructions on how to obtain and submit fingerprints). Also, a security questionnaire must be completed before or on the date of hire. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. IF you are found not suitable, you will be terminated after you begin work. IF you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or subject to possible criminal charges.**
- Before hiring can be made final, selectee will be required to complete a "Declaration of Federal Employment – Optional Form 306" to determine your suitability for Federal Employment, and to certify the accuracy of all the information in your application. Persons making false statements in any part of the application may not be hired; or fired after employment starts; or may be fined.
- Before hiring can be made final, selectee will also be required to complete an "Addendum to the Declaration of Federal Employment – Optional Form 306. Under P.L. 101-630 Indian Child Protection and Family Violence Prevention Act, persons who have been arrested for or charged with a crime involving a child, or violent crime against a person, may not be eligible for employment with IHS.

OTHER:

- The selected individual is required to obtain and maintain medical staff clinical privileges, including any licensure requirements. If privileges are not obtained or maintained during employment, the employee will be subject to adverse actions, up to and including removal from Federal service.
- Selectee will be required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
- Males over the age of 18, and born after December 31, 1959, are required to be registered with the Selective Service System (or have an exemption) in order to be eligible for employment with the Federal Government.
- Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
- The incumbent may be required to travel and must possess a valid driver's license.

POSITION INFORMATION:

- Positions will be filled as permanent or non-permanent; full-time, part-time, or intermittent (work only when called) or rotational work schedules that may include shift-work (evenings, weekends).
- Some service units operate under extended service hours 7 days per week.
- Incumbents of these positions may be subject to on-call or call back duty, i.e. irregular or occasional work performed on a day when work is not scheduled
- The Indian Health Service may or may not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment. Payment of relocation expenses will be determined on a case-by-case basis and in accordance with the Federal travel regulations.

QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS:

Education:

Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

ADDITIONAL REQUIREMENTS:

- **LICENSURE REQUIREMENTS:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

- **SELECTIVE PLACEMENT FACTOR:** Must possess and maintain a current, active, and unrestricted Nursing license in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Grades	EDUCATION** AND/OR EXPERIENCE
GS-4	Completion of a program of less than 30 months' duration or associate degree OR 1 year of nursing experience as a military corpsman.
GS-5	Completion of a program of less than 30 months' duration or associate degree OR Completion of a program of at least 30 months' duration or 4 academic years above high school or bachelor's degree OR 1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse.
GS-7	Completion of a professional nursing program OR 1 full year of graduate education or bachelor's degree with superior academic achievement OR 1 year of specialized experience equivalent to at least the GS-5 grade level.
GS-9	2 full years of progressively higher level graduate education or a master's or equivalent degree OR 1 year of specialized experience equivalent to at least the GS-7 grade level.

Specialized Experience: To be creditable at the GS-5/7/9 grades, the candidate must possess one (1) year of specialized experience that is in the same or similar work equivalent to the next lower grade level within the Federal system, or at the level that clearly demonstrates the candidate's application of the knowledge, skills, and abilities as described within this announcement.

Examples of Specialized Experience:

- Apply professional nursing principles, procedures and techniques to our patients with a wide variety of health problems;
- Skill in providing emergency procedures such as treatment of accident victims.
- Ability to provide individual and family counseling, guidance, and health instruction to help patients understand how to prevent disease and maintain good health.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

HOW TO APPLY

Choose one of the following forms to apply for this job.

Optional Application for Federal Employment (OF-612), or

Resume or Other written application format:

If you choose to submit resume or other application format, you should include the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying and duty station(s) interested in.

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes), and e-mail address (if any)
Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED
College and/or universities (name, city, and state, major, type and year of degrees received)
Copies of college transcripts, if applicable.

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:
Organization and Job title (if Federal, please indicate series and grade & submit SF-50)
Duties and accomplishments

Supervisor's name, address, and phone number
Starting and ending dates (month and year) and average hours worked per week

OTHER QUALIFICATIONS, Give dates but do not send documents unless requested:

Job related training courses (title and year) and skills
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)
Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

***If your resume or application does not provide all the information we request, you may lose consideration for a job.

WHERE TO APPLY

Aberdeen Area (SD/ND/IA)	for Bemidji Area (MN)	for Billings Area (MT/WY)
<p>submit applications to: Indian Health Service 115 4th Ave SE Aberdeen, SD 57401 Attn: Kim Lawrence</p> <p>call (605) 226-7532 or e-mail: kim.lawrence@ihs.gov</p>	<p>submit applications to: Indian Health Service 522 Minnesota Avenue Bemidji, MN 56601 Attn: Tony Buckanaga</p> <p>call (281) 444-0486 or e-mail: tony.buckanaga@ihs.gov</p>	<p>submit applications to: Indian Health Service 2900 4th Ave No. or PO Box 36600 Billings, MT 59107</p> <p>Attn: Jackie Black (for Northern Cheyenne, Wind River & Area Office locations), call (406) 247-7214, or e-mail: jackie.black@ihs.gov or Attn: Taleshia Smart Enemy (for Blackfeet & Ft. Peck locations), call (406) 247-7211, or e-mail: or taleshia.smartenemy@ihs.gov Attn: Bernice Hugs (for Crow & Ft. Belknap locations), call (406) 247-7216 or e-mail: bernice.hugs@ihs.gov</p>

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless a proper BIA Form 4432 is attached to the application/resume.**
- All information provided by the candidate will be verified, reference checks will be conducted from current and past supervisors on the tentative selectee.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.
- IHS operated properties are tobacco-free.